



## Annual Renewal

Maintaining your registration in good standing is one of the most important legal obligations for all medical radiation technologists practicing in Saskatchewan. Under the *The Saskatchewan Association of Medical Radiation Technologists Act, 2006* (the Act), all regulated members are required to renew their registration each year to be legally authorized to practice the profession of medical radiation technology.

The online registration renewal system for 2023 will open on October 15<sup>th</sup>. All regulated members must use the renewal system to **Renew** their registration, or to **change to the status to Non-Practice**.

Members *no longer wishing to practice in 2023* must use the **Resignation Application** option in the menu to notify the office of your intention.

To begin the renewal process, log in to your member record and click the “Renew” button on your home page.

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## Important dates to remember

**October 15:** The online registration renewal system opens.

**November 30:** Renewals completed after this date are subject to an additional \$100 late fee.

**December 31:** The online registration renewal system closes.

**January 1:** Regulated members who have not completed their renewal or the resignation application will have their licence expire and must complete a reinstatement application which includes a \$100 reinstatement fee. Members who have an Expired status are **NO LONGER** eligible to work in Saskatchewan as a medical radiation technologist.

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## Online resignations

If you are moving out of the province, retiring, or taking a leave of absence from your employment as an MRT, you must use the Resignation option in the member portal to **Resign in Good Standing**.

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## Renewals requiring review

There are many reasons your renewal might not be able to be processed automatically; we review renewal applications regularly to identify renewals were not processed and to assess and approve them as quickly as possible.

If your renewal is pending and we have not followed up with you within three business days, please contact us at [debbieschatz@samrt.org](mailto:debbieschatz@samrt.org) as additional information or action may be required. Please be sure to check your email's junk/spam folder for messages. Once your renewal has been approved, you will be able to print your receipt and member card.

The most common reasons renewals are not processed automatically are described in this section. If your renewal was not processed and none of these circumstances apply, please contact us by email for more information.

## Practice hours

If you have not reported 1200 practice hours in the previous five years for your primary specialty and/or 300 hours in the previous five years for your secondary specialty, SAMRT will contact you.

## Continuing competence incomplete

Members are required to complete 10 continuing education (CE) credits annually during the period of **December 1 – November 30**. If you have not completed your CE credits, SAMRT will contact you.

## Professional Liability Insurance

If you have declared NO to CAMRT Professional Liability Insurance (PLI), you must submit a certificate of insurance from your provider so we can verify it meets the Regulation bylaw requirement of PLI in an amount that is at least \$5,000,000 per incident and \$5,000,000 per year. **Important:** declaring NO to PLI is the *most frequent renewal error* we encounter and results in unnecessary delays to approving your licence. Please read the wording carefully to ensure you respond accordingly.

## Character declaration

If you answered "Yes" to any of the questions in the character declaration section, the SAMRT will need to review your file before we can process your renewal. Please provide a detailed explanation along with any relevant documentation by email to [debbieschatz@samrt.org](mailto:debbieschatz@samrt.org).

## **Reinstatement**

Reinstatements from resigned in good standing or to upgrade from Non-Practice to Full Practice, or Graduate to Full Practice need to be reviewed before they can be approved.

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## **Unpaid invoice**

If you have been issued an invoice but have not yet paid it, your renewal will remain pending until you have.

If you have not paid your invoice by November 30, a late fee of \$100 will be applied.

If your employer makes the payment on your behalf, it is your responsibility to ensure you have completed the renewal and submitted your expense **before** November 30.

## **Name Change:**

Your legal name must match the name in the SAMRT roster. If your legal name has changed, please complete the Name Change form found online in your member record. You must upload 2 pieces of information 1) a copy of your marriage or divorce certificate and 2) a government issued id with your previous name (example driver license, birth certificate.)

## **Questions?**

If you have any questions about the annual renewal process, please contact us by email at [debbieschatz@samrt.org](mailto:debbieschatz@samrt.org).